



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OHR-06-064 (EH) (MPP)

JOB TITLE: Supervisory Human Resources Specialist (Employee & Labor Relations), GS-201-14

AREA OF CONSIDERATION: Status-Eligible Candidates Within CSOSA

OPENING DATE: 04/26/06

CLOSING DATE: 05/02/06 Applications must be received by 5:00 p.m. EDT

PROMOTION POTENTIAL: None

STARTING SALARY: GS-14, \$91,407 pa

Supervisory Human Resources Specialist (ELR), GS-201-14 (1 position) Court Services & Offender Supervision Agency (CSOSA), Office of Human Resources, Employee and Labor Relations, Washington, DC.

DUTIES: The incumbent formulates and implements labor relations and employee relations policies, procedures and practices covering work and family life, alternate dispute resolution (ADR), discipline and adverse actions, health unit services, unemployment compensation, workers compensation programs, suitability adjudication and the employee assistance program. Serves as agency spokesperson on labor negotiations and point of contact with FLRA and unions. Performs assessments to determine the need for further development and expansion in the areas of employee and labor management requirements. Handles unfair labor practices; handles grievances under negotiated and administrative procedures; and handles alternate dispute resolution. Directs and supervises subordinate staff members who provide background research, technical support and policy advice. Briefs key leaders on costs, impact, feasibility, alternatives, issues, recommendations and status of employee and labor relations programs. Develops agency policies consistent with changing laws and regulations covering employee and labor relations. Provides authoritative and technical advice and assistance to a variety of clients including management, employees, employee groups and labor groups.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to the next lower grade level. **Specialized experience** is experience in, or directly related to, the position to be filled, and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. Such specialized experience includes formulating and implementing labor relations and employee relations policies, procedures and practices covering work and family life, alternate dispute resolution, discipline and adverse actions, unemployment and workers compensation programs, and suitability adjudication. Also includes experience providing advice and assistance to a variety of clients.

Time-in-grade restrictions apply for current Federal employees. You must have one year equivalent to at least the GS-13 level to be eligible for the GS-14 level. Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualifications requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE FULL CONSIDERATION APPLICANTS MUST, ON A SEPARATE SHEET OF PAPER, ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW. APPLICATIONS WHO DO NOT INCLUDE THE KSAs ADDRESSED SEPARATELY FROM THE APPLICATION/RESUME WILL NOT RECEIVE FURTHER CONSIDERATION.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. In-depth knowledge of laws, regulations, policies and practices related to employee programs and labor management.
2. Skill in negotiating with labor and employee groups and representatives under very controversial circumstances.
3. Demonstrated knowledge of human resources reform initiatives and practices in discipline and adverse actions, work and family life, alternate dispute resolution and employee assistance programs.
4. Demonstrated knowledge of case preparation and presentation before a third party such as Federal Labor Relations Authority and Merit Systems Protection Board.
5. Skill in supervising a group of individuals to obtain goals and objectives.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience as it relates to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at

<http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

CTAP: Applicants covered by the Court Services and Offender Supervision Agency Career Transition Assistant Program (CTAP) may apply and will be given priority consideration if determined to be well qualified. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice or a "Notice of Personnel Action" (SF-50) documenting separation.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

EMAIL ADDRESS: Applicants may also submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Drug Testing: Appointment may be subject to random drug testing after selection.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.